



## **Urban Development Department**

Fees, Procedure and Document Checklist

for

**No Dues Certificate for Property Tax and**

**No Dues Certificate for Water Tax**

Under

- The Mumbai Municipal Corporation Act, 1988
- The Maharashtra Municipal Corporations Act, 1949
- The Maharashtra Municipal Councils, Nagar Panchayats and Industrial Townships Act, 1965

## **Fees Payable for service and certificate**

- INR 0 – As decided by ULB/-
- Section (3) of Maharashtra Right to Public Services Act, 2015 as well as provisions in respective acts empower local bodies to decide fees for delivery of these services.
- The levies/fees vary as decided as per resolution passed by concerned local body.
- ULB-wise charges details can be found with below link:

<https://docs.google.com/spreadsheets/d/1yWpkroqSRBj1Mq7yiV1xvKSxdIBkLy-7/edit#gid=814088270>

\*Information of levies/fees as received from concerned urban local bodies. Please contact concerned urban local bodies for detailed scheduled of charges

## **Notified timeline for delivery of Certificate**

- 3 days (both services)  
(As per Government Resolution dated Sankirn/2015/pra.kra.398/Navi-20 Dated 04-09-2017)

## **Designated Officer**

1. For Property Tax No Dues Certificate: Superintendent/Tax Inspector/Any other officer as decided by concerned ULB
2. For Water Tax No Dues Certificate Junior Engineer/ Water Supply Engineer /Any other officer as decided by concerned ULB

## **Document checklist for application**

(Applicable as per category of applicant)

- Application in prescribed format
- Photo and Signature of the applicant
- Tax Paid receipt
- Rent Agreement
- Society Registration Certificate

## **Procedure application and obtaining Certificate**

- a. The Applicant submits all personal details and those of the property under consideration in the specified format on the portal.
- b. The applicant fills all required information in specified portal along with a declaration of authenticity of the information & uploads necessary supporting documents.
- c. This applicant pays the fee as determined by the concerned local body from time to time vide resolutions.

## Process

- All submissions shall be made to the concerned Designated Officer through the concerned portal.
- The application is received by concerned clerk (Level 1) who scrutinizes the application.
- If the application and uploaded documents are found to be valid, the clerk forwards the application to Tax Inspector (Engineer in case of No Dues Certificate against water tax) (Level 2) with his remarks.
- The Tax Inspector ((Engineer in case of No Dues Certificate against water tax) shall enter necessary charges in system and forward the application to Chief Officer(of any officer as decided in case of Municipal Corporations) along-with his approval.
- The Chief Officer (Level 3) shall again scrutinize the application and will either provisionally approved and inform the applicant about charges to be paid or reject the application with rejection remarks.
- Once the applicant has paid necessary charges online, the Chief Officer (Level 3) shall issue a digitally signed copy of the certificate to the applicant which shall be available in his login for download afterwards.